

**Non-Credit Registrar
Northern Essex Community College**

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Posted Nov. 10, 2025, set to expire Mar. 6, 2026

Job Title Non-Credit Registrar
Department Corporate and Community Education
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Nov. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

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Non-Credit Registrar

POSITION: Full-Time Non-Credit Registrar (Registrar): Non-Credit divisions of Adult Education, Corporate and Community Education; Haverhill and Lawrence Campuses; 37.5 hours per week; Non-Unit Professional Position.

SUMMARY: The Non-Credit Registrar will report directly to the Executive Director, Corporate and Community Education. The Non-Credit Registrar will oversee all student information systems (SIS) and data processes supporting Corporate and Community Education (CCE) and the Center for Adult Education (CAE) at Northern Essex Community College while working collaboratively with the college registrar. This position ensures accurate course scheduling, registration, and student records

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management while maintaining compliance with institutional and external reporting requirements. The Non-Credit Registrar serves as a strategic liaison among academic, administrative, and technical departments to enhance data integrity, streamline processes, and strengthen the visibility and integration of non-credit learners within institutional systems.

RESPONSIBILITIES:

System and Data Management (40%)

- Administers and maintains the non-credit student information system, Modern Campus Lifelong Learning Extended Education (LLL EE), ensuring data accuracy and integrity.
- Serves as a liaison among CCE, CAE, IT, Institutional Effectiveness (IE), Finance, Marketing, and the College Registrar to align systems and processes.
- Analyzes and optimizes workflows to improve efficiency, compliance, and user experience.
- Partners with IT and the vendor to identify and implement platform enhancements supporting institutional goals.
- Ensures non-credit learner data is visible and accurately integrated across college systems.

Data Governance and Integration (20%)

- Oversees data governance for non-credit programming, integration, and reporting functions in collaboration with IE, IT, and other departments.
- Participates in institutional data governance processes and committees.
- Ensures compliance with internal policies and external reporting requirements.
- Develops identifiers and tracking systems to follow non-credit learners as they transition to workforce or credit programs.
- Leads cross department integration of 3rd party data into systems for reporting.

Reporting and Compliance (15%)

- Prepares institutional, state, and federal reports (e.g., IPEDS, HEIRS) for CCE and CAE.
- Produces data analyses supporting grants, program evaluation, and strategic planning.
- Develops standard reporting templates and extracts to meet institutional requirements.
- Participates in state collaborative meetings and engagements to ensure NECC can support the state's vision for modern data collection and assessment, and helps shape the changes, extra requirements, and future data needs.

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- Assists in aligning non-credit offerings with credit or credential pathways.

Course and Catalog Management (10%)

- Maintains the master non-credit course catalog and schedule.
- Collaborates with IT and Registrar for new course creation and opening semesters.
- Supports program managers in creating and maintaining course sections, ensuring data consistency.
- Coordinates room scheduling.

System and Staff/Faculty Support (10%)

- Provides training and technical support for staff and instructors on LLL EE functions.
- Oversees and supports processes related to registration, payments, refunds, grading, and communication templates.
- Collaborates with program staff and faculty to ensure accurate grading and consistent recordkeeping.
- Reviews course listings, descriptions and visuals on LLL EE for accuracy, accessibility and alignment with NECC branding and ADA standards supporting department activities.

Other Duties (5%)

- Participates in institutional initiatives, committees, and projects as assigned.

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- 3-5 years of experience in education or a closely related area as a professional or administrator in a Registrar's office
- Solid technical working knowledge of Student Information Management software systems such as Ellucian Banner, Modern Campus Lifelong Learning Extended Education (FKA Destiny One)
- Must be able to communicate clearly and concisely and work effectively with a diverse population of faculty, staff, students, internal and external constituents at all levels
- Demonstrated knowledge of and experience with data collection, data security, and handling of

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personally identifiable information (PII) and FERPA requirements

- Proven ability to build consensus and work effectively within a cross-functional team
- Strong attention to detail, ability to multitask, work under pressure with interruptions, meet established deadlines, and work effectively on a team
- Sensitivity to cultural diversity and ability to interact effectively with people of all ages

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population
- Experience working in a community college

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: Anticipated starting salary range is \$80,000.00 - \$87,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Corporate and Community Education
Northern Essex Community College

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